



We are currently accepting applications for the full-time position of:

Municipal Assistant Board of Selectmen's Office

Anticipated Hiring Range: \$20.19-\$23.75 / hour
Full Hourly Range: \$27.00 / hour
With excellent benefits

*Hiring range based on education and experience.

<p>The <u>REQUIRED</u> Town of Lexington application must be received in the Town's Human Resource Department by Friday, December 2, 2016</p>
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GENERAL SUMMARY:

Under the general supervision of the Office Manager, coordinates and performs a variety of administrative tasks and specialized functions to support the overall operation of the Department.

ESSENTIAL JOB FUNCTIONS:

- ◆ Receives the public (in person and by telephone) and answers questions; responds to inquiries from employees, citizens and others and refers, when necessary, to appropriate person.
- ◆ Corresponds with vendors, the public and internal customers.
- ◆ Types, edits, and copies a variety of correspondence, reports, memoranda, and other material for boards and committees.
- ◆ Receives, stamps and distributes incoming mail; processes outgoing mail, and responds to mail requests.
- ◆ Maintains filing systems; responsible for document filing according to procedures.
- ◆ Cooperates as a team member in performing any duty necessary to provide services.
- ◆ Compiles and prepares annual licensing reports for ABCC and REAP.

- ◆ Processes license and permit applications, establishes and maintains license/permit database and files.
- ◆ Posts Selectmen meetings, prepares materials for meetings, attends meetings and follows through.
- ◆ Provides support to numerous boards and committees, schedules and posts meetings.
- ◆ Maintains Board of Selectmen appointment records and database for public committees.
- ◆ Receives, maintains database, and forwards Trustee of Public Trusts monies.
- ◆ Prepares and processes warrants for Town Meeting and elections.
- ◆ Acts as back-up to the Board of Selectmen's Executive Clerk.
- ◆ Performs special projects and other related duties as required or directed, or as the situation dictates.
- ◆ Regular attendance at the workplace is required.
- ◆ Has access and responsibility for confidential information and records.
- ◆ Duties may require knowledge of legal processes and may have legal outcomes.

SUPERVISORY RESPONSIBILITY:

None.

MINIMUM EDUCATION & EXPERIENCE:

Equivalent to an Associate's Degree and two (2) years of administrative support experience.

ADVANCED EDUCATION & EXPERIENCE:

None.

QUALIFICATIONS:

Knowledge of:

- ◆ Modern office procedures, methods and computer/software equipment.
- ◆ Principles and procedures of confidential record keeping.
- ◆ Business letter writing and basic report preparation techniques.
- ◆ English usage, spelling, grammar and punctuation.
- ◆ Effective customer service techniques.
- ◆ Confidential records management.
- ◆ Legal processes.

Ability to:

- ◆ Perform administrative support services involving the use of independent judgment.
- ◆ Operate computer and various software necessary for performing assigned duties.
- ◆ Type at a speed necessary for successful job performance.
- ◆ Work independently in the absence of supervision.
- ◆ Communicate clearly and concisely, both orally and in writing, and maintain effective working relationships.
- ◆ Effectively handle an environment which involves close contact with coworkers and the public, including upset customers.
- ◆ Make sound decisions and use good judgement.

WORKING CONDITIONS & PHYSICAL DEMANDS:

Work is performed in a highly trafficked office which can be noisy and disruptive. Frequently required to climb stairs to upper level of office and occasionally required to lift and/or move objects up to 25 pounds. Operates computer, printer, photocopier, fax machine, and other office equipment. Work requires extended periods of sitting, reaching, typing, and mousing, which requires eye-hand coordination and finger dexterity.

The above statements are intended to describe the general nature and level of work being performed by people assigned to do this job. The above is not intended to be an exhaustive list of all responsibilities and duties required. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

***External and internal applicants, as well as position incumbents who become disabled as defined under the Americans With Disabilities Act, must be able to perform the essential job functions (as listed) either unaided or with the assistance of a reasonable accommodation to be determined by management on a case by case basis.**

APPLICATION PROCESS

All applicants are required to complete a Town application form with a cover letter and resume. The application is available from the Internet at www.lexingtonma.gov, emailing jobs@lexingtonma.gov, calling (781) 698-4590 or by visiting the Human Resources Department. Resumes may be attached to the application form as additional information, but cannot serve as a substitute for completing the required application form.

Applicants will be required to undergo a CORI screening and reference check prior to appointment.

**Applications and resumes must be received in the
Town's Human Resource Department
by Friday, December 2, 2016**

The Town reserves the right to modify the application deadline, and/or accept applications after the deadline, to best serve the interest of the community.

After the deadline all applications will be reviewed and the most highly qualified candidates will be invited to one or more interviews. All applicants will be notified of their standing in the process as soon as a decision has been made regarding their individual application.

Individuals who need accommodations in order to participate in this process should contact the Human Resources Department.

Questions regarding this hiring process should be addressed to the:
Human Resources Department
Town of Lexington
1625 Massachusetts Avenue
Lexington, MA 02420
(781) 698-4590
